

JOB DESCRIPTION

JOB TITLE: Administrative Specialist II

GRADE: 18

JOB CODE: 1122

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the direction of the Director of the local health department or other appropriate supervisor. This is the second level of the administrative specialist series. Responsibilities are more complex than those duties described for the Administrative Specialist I. Individuals at this level in the series will have gained a thorough knowledge of the organization structure and mission, the management philosophy of the organization, and knowledge of the organizational goals and objectives in order to develop or provide service in the most efficient manner. The incumbent performs tasks relating to the administrative support requirements of the agency such as office management, fiscal and budgeting, purchasing, inventory control, personnel matters and similar administrative responsibilities. Individuals perform a wide variety of professional-level complex administrative duties that normally include responsibility for management of administrative programs and projects. Responsibilities include involvement in a variety of special projects affecting the agency and requiring research and analysis; interpretation of organizational policies, standards, etc; communication with internal and external contacts; and preparation of formal reports, letters, and similar documentation on matters concerning the organization.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Oversees the supervision of all phases of job assignments to meet federal and state standards.

Interacts with all levels of state government in a way that promotes respect, encourages cooperation and contributes to excellent performance.

Interacts with agency staff, external customers and the general public in a way that promotes respect, encourages cooperation and contributes to excellent performance.

Maintains knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training sessions, meetings and conferences.

Directs all health department purchasing activities. Coordinates major equipment purchases and service contracts. Coordinates agency telecommunication interactions with satellite and telephone companies. Administers the agency procurement card program.

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Administers the drug and alcohol testing program for the health department. Receives confidential random test list, schedules testing and notifies employees to report. Arranges for immediate post-accident testing.

Directs all maintenance activities for the health department's buildings and grounds.

Plans, schedules and determines work priorities of subordinate personnel based on experience level and current work volume.

Prepares routine reports and correspondence.

Manages any number of routine administrative functions for the agency/office, such as travel expenses, car rentals, office leasing and maintenance, telephone services, credit card issuance, building security, routine repairs, etc.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives limited supervision with alternating periods of relative autonomy and general supervisory review.

SUPERVISION EXERCISED: An employee in this class may supervise non-professional level support staff. May supervise a staff that performs various duties and has contact with the public, officials and top-level management. Supervises or leads clerical, maintenance or other staff. May oversee contract workers.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of the overall operation of the department and how it influences and relates to the general public.
- Basic knowledge of principles of organization and management.

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Skills:

- Moderate level of skill in utilizing appropriate oral and written communication with agency and state staff regarding multiple aspects of the assigned area.
- Moderate level of skill in managing work-related activities.

Abilities:

- Ability to understand the standard procedures and services of the local health agency.
- Ability to implement and apply policies, standards, guidelines, regulation and set department goals.
- Ability to communicate with staff and the general public.
- Ability to create and foster new ideas.
- Ability to recognize potential problems and resolve quickly.
- Moderate level of ability to use computer and calculator.
- Ability to compile information and prepare appropriate reports.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelors degree from an accredited college or university in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree. Two (2) year of experience in administrative activities such as fiscal and budgeting activities, personnel and planning, management or closely related activities. Must define in working history, the ability to use and operate a computer with the appropriate software.

OR

High school diploma or GED. Seven (7) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities that include the use of computers. Education in the field will substitute for the experience on a year for year basis not to exceed five (5) years.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.